

TASTE N' SEE AT THE MURRAY CENTER BANQUET AND CONFERENCE CENTER



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TASTE 'N SEE

Banquet 'N Catering Services

ANNIVERSARIES
BAPTISMAL RECEPTIONS
BAR MITZVAHS
BAT MITZVAHS
BIRTHDAY PARTIES
AWARD BANQUETS
RETIREMENTS
HOLIDAY CELEBRATIONS
BUSINESS MEETINGS
CHOIR CONCERTS
DINNER THEATER
FUNDRAISER BANQUETS
WEDDING RECEPTIONS
REHEARSAL DINNERS
GRADUATION PARTIES
MILITARY FUNCTIONS
STAGE PRESENTATIONS
SALES SEMINARS
DESSERT SOCIALS
FASHION SHOWS
CHURCH CELEBRATIONS
CORPORATE EVENTS
FAMILY REUNIONS
SCHOOL AWARDS
BREAKFAST MEETINGS
LUNCHEONS
FORMAL DINNERS

TASTE 'N SEE

BANQUET 'N CATERING SERVICES

*Taste 'N See Is Downtown Norfolk's
newest banquet conference facility and is located inside*

The Murray Center.

*We can
accommodate groups from 20 to 500,
whatever your occasion, whatever the time of
day; Breakfast, Brunch, Lunch, or Dinner,
you will find our Executive Chef and our
Professional Staff ready to serve you.
Contact our Sales and Marketing Office,
Monday through Friday for information on
Menus, Pricing,
Reservations, Tours, and Tastings.*



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Thank you for your interest in Taste 'N See at the Murray Center. Taste 'N See is committed to providing the finest food with the best possible service. You can be assured that every detail will receive our personal attention.

GENERAL POLICIES

In arranging for private functions, an estimated count of guests is required 14 days prior to the function. Final menu items must be selected and related arrangements must be made at least 14 days in advance. A final guarantee of attendance must be received 5 days in advance, which shall be no less than 25% of estimated attendance. If no guarantee is received, Taste 'N See will prepare and charge for the number of persons estimated from the catering contract. You will be charged for this number unless the number of guests is greater than expected. We will provide seating and service for 5% above the number guaranteed.

DEPOSIT POLICY

A \$250.00 non-refundable deposit is required to guarantee room, date, and availability. For wedding receptions, or other functions booked six months prior to the function, a non-refundable deposit of \$500.00 is required at the time of the booking. 50% of the remaining balance is due 30 days prior to the event. All deposit payments must be paid with certified funds, credit card or cash.

CANCELLATION

Full charges, including food, beverage, and room rental will be levied for any group function canceled less than five days prior to the event; 30 days or more 50% of your deposit will be levied.

MEETING ROOMS

Banquet and Meeting facilities will be assigned by Taste 'N See to accommodate the Program Outline requested by the group. However, Taste 'N See may substitute equally acceptable alternate space within Taste 'N See if it deems

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necessary, or if the number of guests deviates from the number originally indicated. Such changes will be clearly posted on Taste 'N See reader boards. All displays and exhibits must conform to city coded fire ordinance regulations.

FOOD AND BEVERAGE

Taste 'N See does not allow food and beverages to be brought into the function rooms by the patron or guest. Food and Beverages are also not permitted to leave the premises. Food and Beverage prices are subject to change without notice. Taste 'N See will guarantee quoted prices for ninety days prior to the function.

LABOR CHARGES

On any function where there is a guaranteed number of 25 or less, there will be a \$50.00 minimum service/gratuity fee.

SERVICE CHARGE

A service charge of 20% is added to all items except meeting room rental, audio/visual equipment, and other equipment. All service charges are subject to Virginia State Tax in accordance with Virginia Regulations 630-10-64 D, Tips and Service Charges. Amounts designated as non-negotiable service charges and added to the price of meals, are part of the selling price of the meals and accordingly, must be included in the retailer's gross receipts subject to tax even though such service charges are made in lieu of tips and are paid over the retailer's employees. All service charges are distributed at management's discretion.

PAYMENT

The balance of the total charges must be paid five (5) days prior to the function, unless direct billing privileges have been previously established. The Banquet Coordinator will provide the bill at the end of the function.

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SECURITY

Taste 'N See may require security for groups whose size, program, or nature indicates such need. The above information must be received by the Food and Beverage office two weeks prior to the event. Security shall be at the expense of the client. Security fees are determined based on the \$150.00 per armed and \$100.00 per unarmed officer.

GUEST RESPONSIBILITY

The organization scheduling an event agrees to assume full responsibility for the conduct of its members and assumes liability charges incurred by its members and/or damages caused by its members. Taping or posting of materials on any of the walls of the meeting rooms is strictly prohibited, without prior approval of the Food and Beverage office. Any damages resulting from such posting will be charged to the organization. On the day of the Event, any alterations to contract are subject to additional charges. Boxes of printed materials are not to arrive earlier than two days prior to the event, and must be taken off property or shipped at the conclusion of the event. Charges will be levied for all audio/visual and telephone services. Taste 'N See will not assume any responsibility for the damage or loss of any merchandise or articles left in Taste 'N See prior to or following the function.

The Sales & Marketing staff would be happy to recommend outside vendors for your function (i.e. Photographers, Bakeries, Disc Jockeys, Audio/Visual, Florist, etc.). Taste 'N See will not be responsible for any arrangements you make with these vendors.

Function guests will be admitted to and expected to depart the banquet rooms at the times stated on the contract. Any deviation from ending on time will have a labor charge of \$50.00 per server or \$100.00 per hour for every hour over scheduled time whichever is greater.

The use of birdseed, rice, confetti, serpentine paper or potpourri is prohibited at The Murray Center. The release of butterflies or doves outside of the building is suggested. Bubbles can be used outside only.

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It is the policy of The Murray Center that liquor or wine cannot be brought into or consumed inside our facility. Alcohol is not permitted to be consumed by guests attending events.

Our decorating policy includes offering a limited amount of silk floral arrangement for your use. All evening food functions are set with candles to create ambience. These are all offered at no additional cost. We offer white, black, green and ivory linen at no additional cost. We can rent on your behalf any other colors ask our sales staff for assistance with this.

Dancing is allowed at The Murray Center. Dancing and music is limited to line dancing, swing dancing, bride and groom first dance, R&B music, jazz, and non-profanity rap music. There is absolutely no hard core rap, provocative dancing or music with excessive profanity allowed in The Murray Center. There are no exceptions to this rule.

Seating for meal functions are round tables of ten (10). Other seating arrangements are available where equipment and space permit. Charges for round tables of eight (8) will be \$25.00 for each additional waiter required. French Service will be charged at a rate of \$35.00 for each additional waiter.

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ROOM INFORMATION

MAIN Dining Theatre

The MAIN Dining Theatre is able to host receptions up to 600 people. The maximum capacity for seated dining is 450 people. Theatre style seating accommodates 700 people and classroom style seating 500 people.

READY Reception Hall

The READY Reception Hall accommodates 125 people for breakfast, lunch or dinner seating. Theatre style seating for 150 people, classroom style for 75 people, and can host a reception up to 150 people.

Garden Room

This private dining room accommodates 40 people for breakfast, lunch or dinner seating. Theatre style seating is up to 50 people.

Executive Board Room

The Executive Board Room accommodates 26 people for corporate type meetings. Featuring our 22' long mahogany wood table and executive style high back leather chairs.

Renew Conference Room

The Renew Conference Room accommodates 16 people for breakfast, lunch or dinner, conference style for 16, theatre style for 30 people and class room style for 24 people.

Banquet room rental fees without meals: MAIN Dining Theatre \$1,500.00, READY Reception Hall \$500.00, Garden Room \$100.00, Renew Conference Room \$100.00, Executive Board Room \$100.00. All room rentals are non negotiable and may be waived or increased at discretion of the catering sales Staff.

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FEATURES

Custom Head Tables

Spacious Dining Arrangements

Multiple Restrooms and Lounge

Dual Entrances and Exits

State of the Art Audio-Visual System

Elevated Stage with Theatre Lighting

Dressing Rooms

Production Control Room

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AUDIO AND VIDEO SERVICE

MAIN DINING-THEATRE

Audio Visual Package \$300.00

1. Use of all equipment and technician's fees
2. Client music or house music
3. Live Camera, Screen
4. Microphones and Podium
(First (2) free – all additional microphones \$25.00 each.)
Piano, Electronic
5. Lighting Package
6. Stage Lighting, Chandelier, Dimmer Switches

Optional Recording Package

CD or Tape\$100.00
Audio and Video – DVD\$300.00
Audio Patch Cable\$35.00
Video Patch Cable\$50.00

We offer additional audio, video, lighting and meeting equipment.
See our Audio Visual brochure.

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AUDIO VISUAL RENTAL

AUDIO

AUDIO EQUIPMENT – Speakers

\$40.00 12 Inch Powered Speaker W/Tripod Stand

\$45.00 15 Inch Powered Speaker W/Tripod Stand

Audio Equipment – Playback & Recording

\$40.00 CD/DVD Player (Single Disk)

Audio Equipment – Microphones

\$45.00 Wireless Microphone – Hand Held / Lapel / Headset

\$25.00 Vocal Wired Microphone (Includes Table Top or Floor Stand)

Audio Equipment – Mixing Boards

\$40.00 4 Channel Mixer

\$45.00 8 Channel Mixer

\$60.00 24 Channel Mixer

Audio Equipment – Accessories

\$40.00 100ft Audio Snake (12 Channel)

\$80.00 Media Distribution Box (Press Box)

AUDIO EQUIPMENT – Packages

\$65.00 Package A1 “Small P.A. System” (0-50 People)
 (1) 15 Inch Powered Speakers W/Speaker Stand
 (1) Vocal Microphone W/Adjustable Microphone Stand

\$90.00 Package A2 “Medium P.A. System” (50-200 People)
 (2) 15 Inch Powered Speakers W/Speaker Stand
 (1) 4 Channel Mixer

\$135.00 Package A3 “Large P.A. System” (200-500+ People)
 (4) 15 Inch Powered Speaker W/Speaker Stand
 (1) 4 Channel Mixer

LIGHTING

Lighting Equipment – Stage Lighting & Controllers

\$25.00 Par 36 LED Up-Light (Multiple Colors)

\$50.00 Leko Light (White/Stage Lighting)

\$25.00 Lighting Tree (Tripod Stand Holds 4 Lights)

\$85.00 1000 Watt Follow Spotlight W/Tripod Stand

Lighting Equipment – Packages

\$225.00 Package L1 “Wedding / Special Event”
 (8) Par 36 LED Up-Light W/Controller (Multiple Colors)

\$350.00 Package L2 “DJ & Band party Special”
 (4) Intelligent Lights W/Controller
 (8) Par 36 LED Lights W/Controller (Multiple Colors)
 (1) 20x13 Aluminum Truss W/Adjustable Tripod Legs

STAFF/SERVICES

Event Technician

\$30.00 AV Technician (Per Hours)

VIDEO

Video Equipment – Projection

\$50.00 Overhead Projector

\$50.00 Slide Projector (Extra Trays Available)

\$125.00 Standard LCD Projector (2500 Lumens)

\$180.00 High End LCD Projector (4500 Lumens)

Video Equipment – Screens

\$50.00 6ft Screen W/Skirting (Tripod Style)

\$60.00 8ft Screen W/Skirting (Tripod Style)

\$90.00 10ft Screen (Cradle Style)

\$125.00 9x12 Screen W/Dress kit (Front or Rear Projection)

Video Equipment – Playback & Recording

\$50.00 DVD Player (Single Disc)

\$50.00 VHS/DVD Combo Player

Video Equipment – TV Monitor

\$35.00 17” Flat Screen Stage Monitor

\$75.00 27” TV with VHS/DVD Combo Player

\$125.00 42” Plasma TV W/Computer Hookup

Video Equipment – Video Accessories

\$10.00 AV Cart W/Skirt

\$7.00 100ft VGA Cable

\$45.00 2x1 Video Splitter (VGA)

\$50.00 4x1 Video Splitter (VGA)

\$50.00 Video Switcher/Scaler (VGH/RCA/S-Video)

VIDEO SERVICES

\$500.00 Video Recording Services (Daily Rate)
 Includes Video Technician Services/ (1) Master Copy DVD)

VIDEO EQUIPMENT – Packages

\$150.00 Package V1 “Small Group” (0-40 People)
 (1) Standard LCD Projector (2500 Lumens)
 (1) 6ft Screen W/Skirting (Tripod Style)

\$160.00 Package V2 “Medium Group” (40-100 People)
 (1) Standard LCD Projector (2500 Lumens)
 (1) 8ft Screen W/Skirting (Tripod Style)

\$175.00 Package V3 Large Group (100-300+ People)
 (1) Standard LCD Projector (2500 Lumens)
 (1) 10ft Screen (Cradle Style)

MEETING

Meeting Equipment

\$120.00 Laptop Computer (PC includes MS Office/Vista/CD Rom)

\$15.00 Laptop Audio Adapter Cable (Laptop, iPod)

\$15.00 Wireless Mouse (Power Point Slide Advancer)

\$30.00 Teleconference Speaker Phone System

\$45.00 Internet Hub / Router (4 Channel / Includes Cables)

\$15.00 Dry Erase Board (Includes Markers & Eraser)

\$7.00 Easel (Stand Only)

\$10.00 Laser Printer

\$7.00 AC Power Strip (6 Outlet Surge Protector)

\$7.00 25ft AC Power Cord

\$35.00 Flipchart Easel (Includes Pad & Markers)

\$35.00 Pipe & Drape Section (12-14ftW x 12-16ftH-Black.

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Wedding Package

“Perfect setting for a lasting memory”

We have a longstanding commitment to make our house your house where you can celebrate life’s special moments for generations. Offering Gift Table, Cake Service, China Service, Linen Napkins, Linen Clothes, Floor Length Table Linen, Lattice with Toile, Wedding Chapel Arrangements, Audio Video, DJ, and our Maitre d’

One Hour Pre-Reception with Plated Meal

Accompanied By Freshly Brewed Coffee, Decaffeinated Coffee, Herbal Teas and Punch

Gourmet Display

***Domestic Cheese and Fruit Display with Dip and Assorted Crackers
Assorted Vegetable Display
Hot Spinach Dip with Assorted Crackers***

Passed Hors D’ Oeuvre

(Choose Three)

Bacon Wrapped Scallops, Spring Rolls, Stuffed Mushrooms, Spanakopita, Coconut Shrimp, Hawaii Chicken Kabobs, Meatballs, Chicken Wings

(Choice of Salad)

Mixed Green Salad with Choice of Dressing; Caesar Salad with Garlic Herb Croustades or Romaine Hearts; Sundried Tomatoes, Kalamata Olives, Cucumbers and Feta Cheese with Balsamic Dressing

Entrees

(Choice of One)

Jumbo Shrimp Scampi with Pasta with Garlic Butter Sauce \$45.00

Broiled Salmon with Mustard Dill Butter Sauce \$38.00,

Slow Roasted Prime Ribs Au Jus \$42.00

Seasoned Roasted Cornish Hen with Stuffing

Herb Rubbed Season Pork Chops \$40.00

Accompanied with Your Choice of Vegetable, Starch, Rolls and Butter

(Minimum of 75 people)

20% Service Fee and 11.5% Tax are added to all food and Beverage

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